



City of Sumter

822 West Liberty, Sumter, South Carolina 29151 * 1-800-688-4748 * 1-803-436-2640 * Jfax: 1-803-436-2652

The City of Sumter welcomes you to Swan Lake-Iris Gardens. The Sumter Visitors Center is available for the public to enjoy. In reserving the center, you must agree to the following conditions.

GENERAL RULES:

- Parking is available in the lot located in front of the center, commonly known as the horseshoe. The horseshoe is public parking and may not be adequate for larger events. Additional parking can be arranged with prior approval. Parking on grass outside of designated areas can result in costly damage to the park's sprinkler system and is strictly prohibited.
- The Visitor's Center and surrounding area will be left clean as found. All trash will be put in the **outside** receptacles. Overflow trash bags should be **tied** and placed at the back door in the kitchen area.
- If the kitchen area is utilized, it will be left clean and free of debris. Please pay particular attention to ensure that all food debris is removed, and all food items removed from oven and refrigerator.
- You may decorate center using tape, ribbon or soft wire. No tacks, staples or nails are allowed. All candles must be contained, no open flames. All balloons must be firmly secured with balloon weights. **All changes to floor plans must be provided 48 hours prior to the event. Moving of furniture by anyone other than parks staff is not permitted and will result in forfeiture of your deposit. We strongly recommend that you review your floor plan with your caterer and/or event coordinator prior to submission.**
- Rental hours begin when doors are opened to begin set-up and run continuously until center is completely vacated. **The building and premises are to be cleaned and cleared by the end of your scheduled contract time.**
- On Sundays, the center will not be available for rent until 2:00 pm.
- Additional fees will be charged to person renting the facility if damage is done to the City's equipment and/or furnishings resulting from misuse or carelessness. **Do not drag equipment, tables, chairs or other heavy objects across the floor or countertops. Do not use countertops as a cutting surface.**
- The City and Visitor's Center staff will NOT be responsible for any property not removed from the premises.
- **A deposit must be made to secure a date for the event.** If the event is cancelled a two week notice is required and deposit is non-refundable; however, one other date can be chosen at the time of cancellation for another date to be utilized within sixty (60) days from date of cancellation based on availability
- The City of Sumter reserves the right to refuse any event or bring an event to a close if rules are not followed.
- Alcoholic beverages are not allowed without prior approval and smoking is prohibited inside the facility. No alcoholic beverages may be consumed in the lobby or parking areas.
- Picking of flowers is prohibited in the park at all times. Pets, bicycles, fireworks, and fishing are prohibited.
- Live entertainment will not be permitted without prior approval. Groups using amplification will take into consideration the volume used due to surrounding residential areas.

RENTAL APPLICATION

(Visitors Center)

(ALL QUESTIONS MUST BE ANSWERED)

Today's Date: _____ *Event Date Requested:* _____

Name of Organization: _____

Organization Day Phone: _____

Name of Person Responsible for Use: _____

Address: _____

Day Phone: _____ *Night Phone:* _____

Name of Party Responsible for Payment (if same as above, please write same): _____

Name: _____

Address: _____

Phone: _____

Type of Event/Program: _____

Number of people: _____ *Event Coordinator:* _____

Give Purpose of Use: (Full Details): _____

Visitor's Center Rental Fees
(All Rentals Figured In One Hour Increments)

Day Rate: 7am-5pm, Monday-Friday

\$60.00 per hour

Evenings 5-11pm, Weekends & Holiday Rate:

\$80.00 per hour

A Deposit of \$50 is required for all one-time day events Monday-Friday, 7:00am-5:00pm and \$100 is required for all other events. The Deposit is refundable if all conditions of this agreement are met. Payment in full is required two weeks prior to the event date or subject to cancellation. Payment must be cash or credit card if scheduling and paying for an event in less than two weeks of event date. Make checks payable to: City of Sumter.

Return Check Policy: \$25 fee for \$100 or less, \$30 fee for over \$100. All subsequent payments must be **cash** or **credit** and will include the returned check fee.

Request for Reservation:

Day:

Hours @ \$60 per hour \$_____ +\$50 Deposit

Evening, weekends & holidays:

Hours @ \$80 per hour \$_____ +\$100 Deposit

_____ Use of Kitchen _____ Sound System _____ Alcohol _____ Live Entertainment

Event date & hours: _____

Total cost of reservation: _____

Payment due date: _____

Equipment Available:

Sound System 6 Round Tables
150 Chairs 18 Long Banquet Tables

